CTR™

Supervisor Training

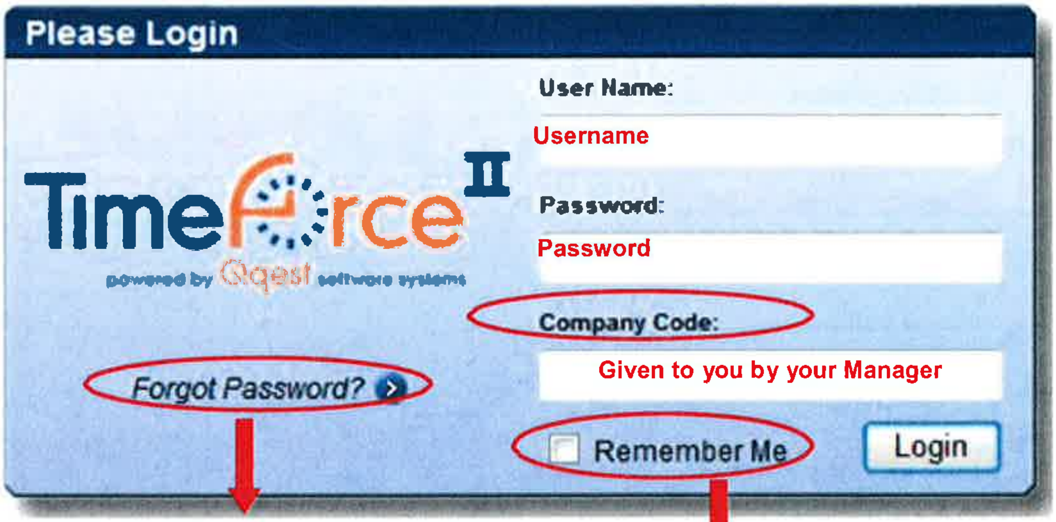
Supervisor Training

Supervisor Training will review everything a supervisor needs to be successful in using their TimeForce system. Upon completions of supervisor Training, you will be able to change your TimeForce Preferences; fully understand the Time Card; My Screen functions; Employee tab; Reports and Schedules-if applicable.

Logging In

Your Manager will give you the web address to TimeForce

- SaaS: www.gotimeforce 2.com
- Self-Install: http://localhost/timeforceii/login.net


Please Login
TimeForce II
powered by Qqest software systems
Forgot Password?
Login

User Name: Username

Password: Password

Company Code: Given to you by your Manager

☐ Remember Me

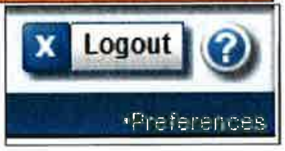
If you forgot your password, you can click on the link to retrieve it

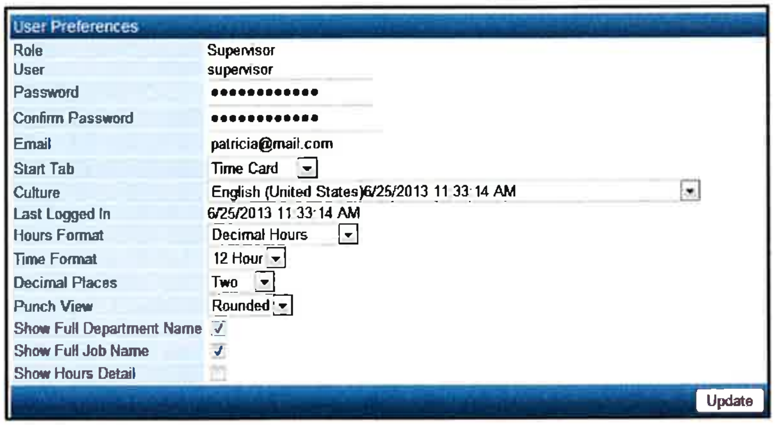
Check box if computer is not used by one user only

Supervisor Training

Preferences

As you login to TimeForce, **Preferences** will be on the upper right-hand corner right under the **Logout** button. This will allow you to define some general viewing and usage settings. You can make changes for the person who is currently logged in, making it easy for each person to customize their TimeForce page. Review each function of the Preferences page and make any necessary changes.



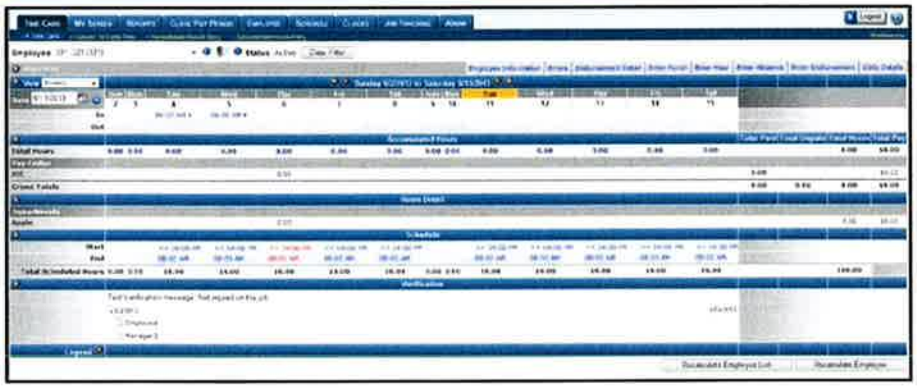


User Preferences

Role	Supervisor
User	supervisor
Password	••••••••••••
Confirm Password	••••••••••••
Email	patricia@mail.com
Start Tab	Time Card
Culture	English (United States)6/25/2013 11:33:14 AM
Last Logged In	6/25/2013 11:33:14 AM
Hours Format	Decimal Hours
Time Format	12 Hour
Decimal Places	Two
Punch View	Rounded
Show Full Department Name	☑
Show Full Job Name	☑
Show Hours Detail	☐

- **Password:** If you want to change or update your password, you can do that here.
- **Hours Format:** Allows you to change the way you see your hours in the system. For example, you would view your hours at .17 for 15 minutes in the Decimal Hours formal as appose to 15 minutes in the hours and minutes format. Select the number of decimal places you would like to see displayed in the program. 0-8 are available. Note: Displayed hours totals may vary slightly from final hours calculations depending on the setting specified here.
- **Punch View:** Allows you to select whether you would like to view the "Rounded" or "Actual" punches for your employees.
- Click **Update** when all changes have been made

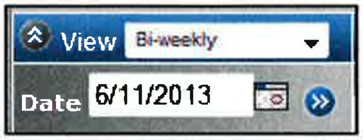
Time Card Tab



The Time Card screen is where you will see all the totals for each pay period. The purpose of the screen is to ensure the employees who report to you have punches that are correct before payroll is calculated.

- The Time Card data is displayed on a per-employee basis. The Employee drop-down menu in the upper left-hand corner allows you to select the employee who you will want to view or edit.

Click on the ❮and ❯icons to scroll through employees. Click on the 🔍icon to search for the desired employee by name, card number, pay type, etc.



View	Bi-weekly
Date	6/11/2013

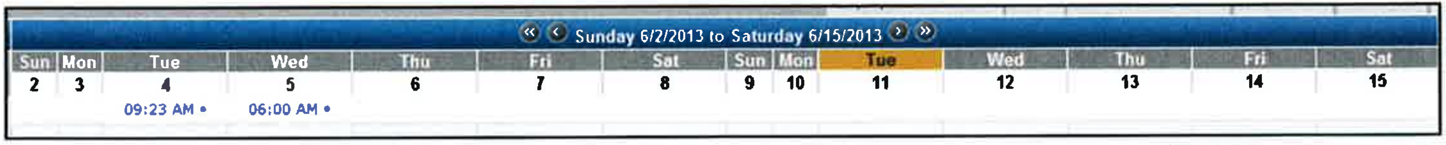
- The **View** field in the top left-hand corner of the Time Card table allows you to select the range of punches displayed. By default the "Weekly" setting is selected, displaying Time Card data one week at a time. The Pay Period view can also be selected (as in "Bi-Weekly" or "Semi-Monthly"). This setting displays punch data for the entire pay period.

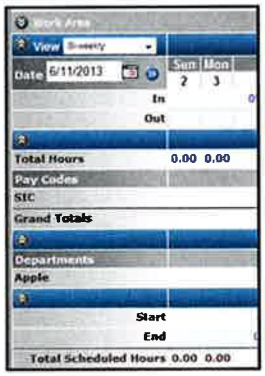
Supervisor Training

Important: With the **View** setting set to "Weekly," the hours and earnings information displays totals for the range of days currently shown on the Time Card *only*. Select the Pay Period view to view totals for the entire pay period.

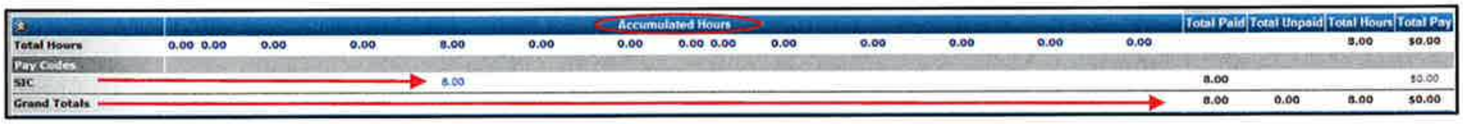
The displayed date range is shown in the header at the top of the Time Card table. Click on the ‹ and › icons to scroll by week, and the « and » icons to scroll by pay period.

- The Time Card screen is shown in a table format, with each column representing a day of the week.

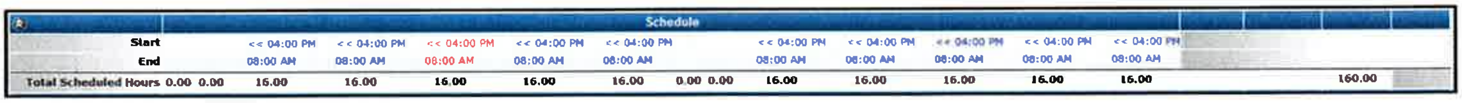

« ‹ Sunday 6/2/2013 to Saturday 6/15/2013 › »
Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat
2 3 4 5 6 7 8 9 10 11 12 13 14 15
09:23 AM •
06:00 AM •


Work Area
View
Date 6/11/2013
Sun Mon
2 3
In
Out
Total Hours 0.00 0.00
Pay Codes
SIC
Grand Totals
Departments
Apple
Start
End
Total Scheduled Hours 0.00 0.00

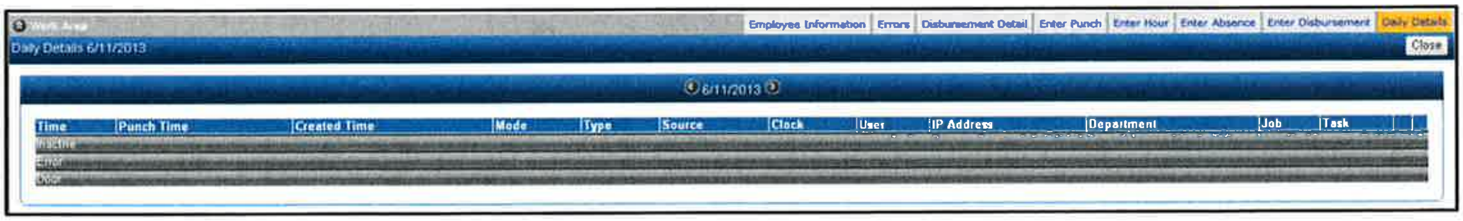
- The column on the left-hand side of the screen shows the row headers. The time clock punches, total hours, pay codes, grand totals, etc. are all displayed as rows in the table.
- The main body of the table displays the employee's punches under the days of the week headers. The punches are totaled under the **Accumulated Hours** section of the screen. Any totals assigned to a pay code are displayed under the **Pay Codes** section of the screen. Hours are totaled under the **Grand Totals** header.


Accumulated Hours
Total Paid
Total Unpaid
Total Hours
Total Pay
Total Hours 0.00 0.00 0.00 0.00 8.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 8.00 $0.00
Pay Codes
SIC 8.00 8.00 $0.00
Grand Totals 8.00 0.00 8.00 $0.00

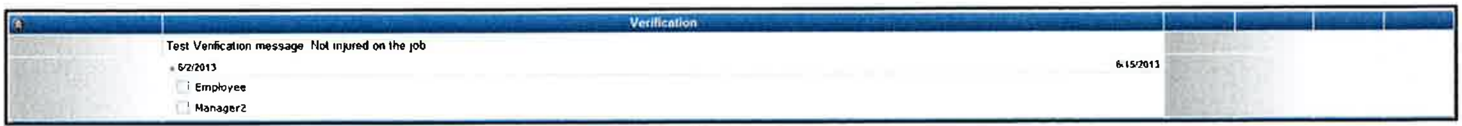
- If the employee is assigned to a schedule in the system, scheduled hours are displayed under the **Schedule** section of the screen.


Schedule
Start << 04:00 PM
End 08:00 AM
Total Scheduled Hours 0.00 0.00 16.00 16.00 16.00 16.00 16.00 0.00 0.00 16.00 16.00 16.00 16.00 16.00 160.00

- Any time you click on a punch or insert a new entry into the Time Card, the **Work Area** appears at the top of the screen (directly above the Time Card table). All functions are performed from the Work Area. This section of the screen can be expanded or collapsed by clicking on the ⌄ or ⌃ icon located to the left of the **Work Area** heading.

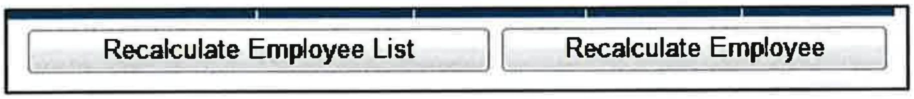

Work Area
Employee Information
Errors
Disbursement Detail
Enter Punch
Enter Hour
Enter Absence
Enter Disbursement
Daily Details
Daily Details 6/11/2013
Close
6/11/2013
Time
Punch Time
Created Time
Mode
Type
Source
Clock
User
IP Address
Department
Job
Task
Inactive
Error
Door

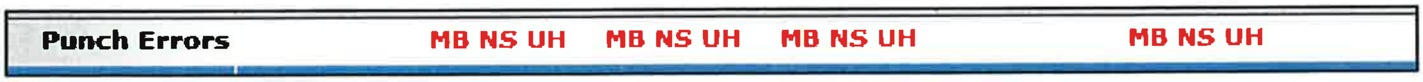
- When a pay period ends, verification must be performed for each employee that you supervise. This allows


Verification
Test Verification message Not injured on the job
6/2/2013
6/15/2013
☐ Employee
☐ Manager2

you to verify the time worked in their departments by employees who are not assigned to you directly. If you make any corrections on the time card after an employee has verified their own time card, their time is then un-verified. They will then have to re-log in and re-verify their time card. At that point you can then verify the time card.

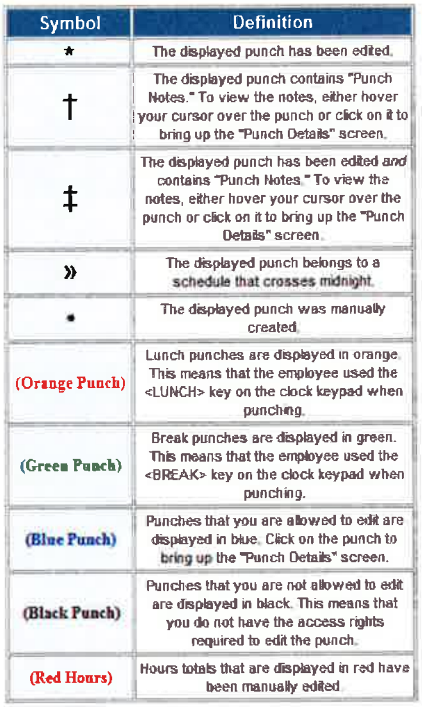
- Recalculate Employee List allows you to apply any changes to the entire employee list. Recalculate Employee allows you to apply any changes to just the employee.





If the employee's punches contain errors, a code will be displayed in the Punch Errors row of the table. Hover your cursor over the error code to view a definition of each error. Errors are generated based on the rules that have been specified in the Error Monitoring section of the program.

- Punches on the Time Card are displayed with symbols or certain colors, depending on the punch details.
- The Time Punch Legend is at the bottom left of the page.
- Hovering over punches with symbols displays more information.

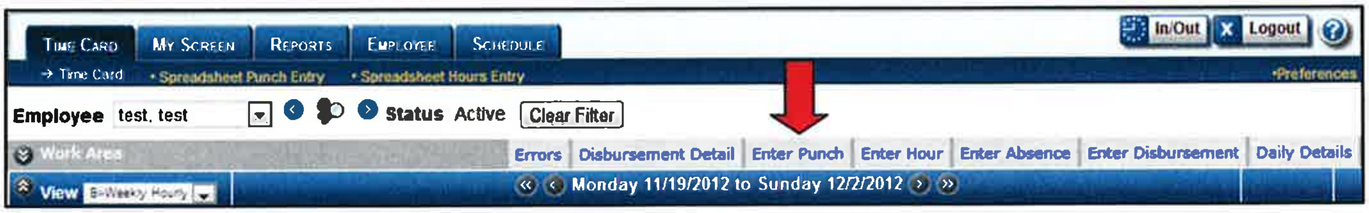


Symbol	Definition
*	The displayed punch has been edited.
†	The displayed punch contains "Punch Notes." To view the notes, either hover your cursor over the punch or click on it to bring up the "Punch Details" screen.
‡	The displayed punch has been edited *and* contains "Punch Notes." To view the notes, either hover your cursor over the punch or click on it to bring up the "Punch Details" screen.
»	The displayed punch belongs to a schedule that crosses midnight.
•	The displayed punch was manually created.
(Orange Punch)	Lunch punches are displayed in orange. This means that the employee used the <LUNCH> key on the clock keypad when punching.
(Green Punch)	Break punches are displayed in green. This means that the employee used the <BREAK> key on the clock keypad when punching.
(Blue Punch)	Punches that you are allowed to edit are displayed in blue. Click on the punch to bring up the "Punch Details" screen.
(Black Punch)	Punches that you are not allowed to edit are displayed in black. This means that you do not have the access rights required to edit the punch.
(Red Hours)	Hours totals that are displayed in red have been manually edited.

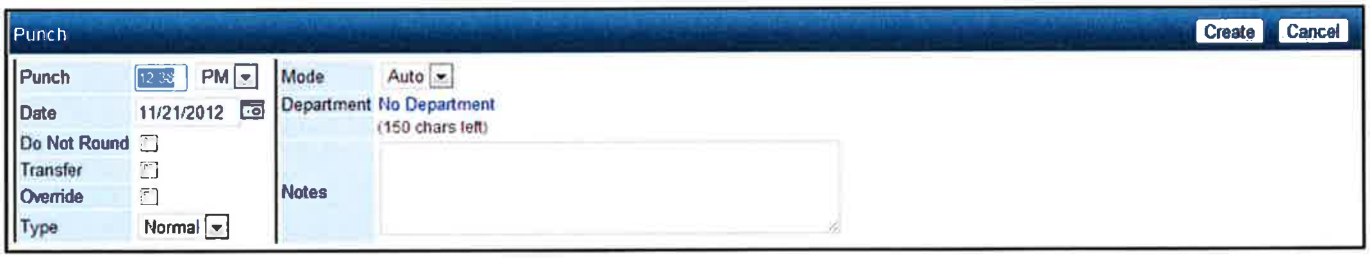
Entering Punches

A Supervisor user has the ability to manually edit the punch data on the Time Cards of their assigned employees. A Supervisor user is **not** able to create or edit their own time and attendance data.

To enter a punch click on the "**Enter Punch**" link located in the row of links directly above the main Time Card table. The **Punch** window appears at the top of the screen. **Note:** Only the **Punch** and **Date** fields are required.


Time Card
My Screen
Reports
Employee
Schedule
In/Out
Logout
→ Time Card
• Spreadsheet Punch Entry
• Spreadsheet Hours Entry
•Preferences
Clear Filter
Work Area
Errors
Disbursement Detail
Enter Punch
Enter Hour
Enter Absence
Enter Disbursement
Daily Details

Employee test, test
Status Active
View B-Weekly Hourly
Monday 11/19/2012 to Sunday 12/2/2012


Punch
Create
Cancel

Punch 12:35 PM
Date 11/21/2012
Do Not Round ☐
Transfer ☐
Override ☐
Type Normal
Mode Auto
Department No Department
(150 chars left)
Notes

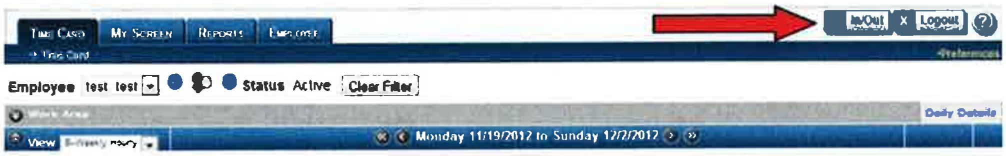
- **Punch:** This is the time of the punch in 24-hour format.
- **Date:** This is the date assigned to the punch. Click on the 📅 icon to select the date from a calendar.
- **In Punch Date:** If this is a punch other than the first IN punch of the day, this field will display the date on which the IN punch for this schedule fell. This field is used when you have employees working a graveyard schedule that runs past midnight. This field is not editable.
- **Do Not Round:** With this option selected, any rounding policies assigned to the employee will not be applied to this punch.
- **Type:** The punch type specifies whether the punch is a "NORMAL," "LUNCH" or "BREAK" punch. In most cases, a punch type of "NORMAL" is used.
- **Created Date:** This field displays the date that the punch was created. For example, if you manually insert a punch for yesterday's date, today's date is displayed in this field.
- **Created Time:** This field displays the actual time that the punch was created. This field can vary from the "Punch" field if the punch has been manually edited, or if the punch has been rounded according to the policies that the employee is assigned to.
- **Mode:** This field allows you to select whether the punch is specified as an "IN" or "OUT" punch. A setting of "AUTO" allows the system to automatically determine the in/out status of a punch, based on the punch order on the Time Card.
- **Department:** This field allows you to assign the punch to a department level. Select the desired department from the drop-down menu.
- **Notes:** Enter any desired additional notes about this punch or punch edit into this field. There is a maximum of 150 characters.
- Click on the **Create** icon to save the punch. Click on **Cancel** to cancel the changes that you have made.

Supervisor Training

Self Service Punch Entry

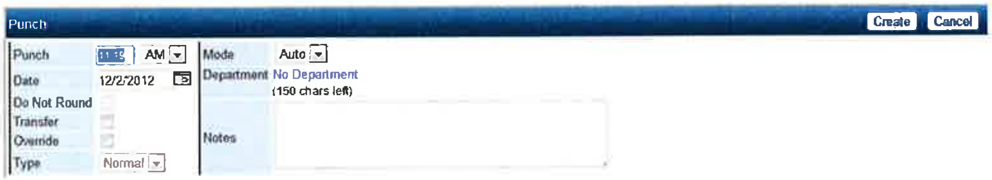
Self Service users can clock in or out for the day using either a physical time clock or direct punch entry from within the TimeForce II program.

Supervisor users can enter punches into the system from within the TimeForce software. Punches entered this way are identical to punches entered at a time clock.



Employee test test
Status Active
Monday 11/19/2012 to Sunday 12/2/2012

Click on the In/Out icon in the upper right-hand corner of the screen. The **Punch** screen opens at the top of the screen.



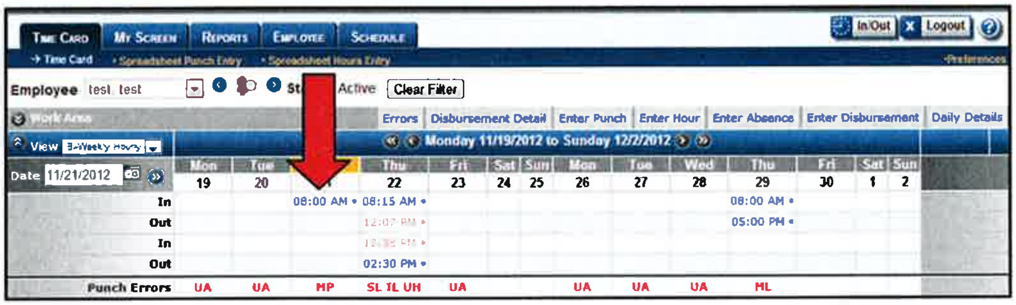
Punch	[illegible] AM	Mode	Auto
Date	12/2/2012	Department	No Department
Do Not Round	☐		(150 chars left)
Transfer	☐	Notes	
Override	☐		
Type	Normal		

The **Punch** field displays the time of the punch. This field is not editable.

- The **Date** field displays the date of the punch. This field is not editable.
- The **Do Not Round** setting is for Administrator/Supervisor use only, and is not available for Employee users.
- The **Transfer** setting allows you to specify that this punch is a department transfer punch.
- Select the **Type** from the drop-down menu (as in "Normal," "Lunch" or "Break").
- The **Mode** field allows you to specify the punch as "In" or "Out." With the "Auto" option selected, the system will automatically determine the punch mode based on the order of the punches on the Time Card.
- Enter any desired **Notes** about the punch entry. There is a maximum of 150 characters.
- Click on the [CREATE] icon to add the punch. Click on the [CANCEL] icon to cancel the changes that you have made.

Supervisor Training

Viewing and Editing Existing Punches


Time Card
My Screen
Reports
Employee
Schedule
In/Out
Logout
→ Time Card
• Spreadsheet Punch Entry
• Spreadsheet Hours Entry
•Preferences
Clear Filter
Work Area
Errors
Disbursement Detail
Enter Punch
Enter Hour
Enter Absence
Enter Disbursement
Daily Details
View

Employee test test St Active

View 3-Weekly Hours

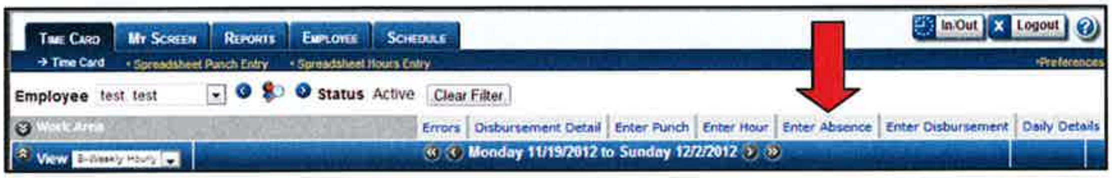
Monday 11/19/2012 to Sunday 12/2/2012

Date 11/21/2012	Mon 19	Tue 20		Thu 22	Fri 23	Sat 24	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 1	Sun 2
In			08:00 AM •	08:15 AM •							08:00 AM •			
Out				12:07 PM •							05:00 PM •			
In				[illegible] •										
Out				02:30 PM •										
Punch Errors	UA	UA	MP	SL IL UH	UA			UA	UA	UA	ML			

Each punch on the Time Card screen is a link. Click on the link to bring up the **Punch** screen at the top of the screen containing the selected punch's information. The information displayed for existing punches is identical to the fields described in the previous section. You can make your edit and click update or you can Deactivate the punch.

A Supervisor user has access to their own time and attendance data, as well as the data of the employees that they supervise. The user will have "Supervisor-level" access to their assigned employees, but only "Employee-level" access to their own data.

Entering Absences


Time Card
My Screen
Reports
Employee
Schedule
In/Out
Logout
→ Time Card
• Spreadsheet Punch Entry
• Spreadsheet Hours Entry
•Preferences
Clear Filter
Work Area
Errors
Disbursement Detail
Enter Punch
Enter Hour
Enter Absence
Enter Disbursement
Daily Details
View

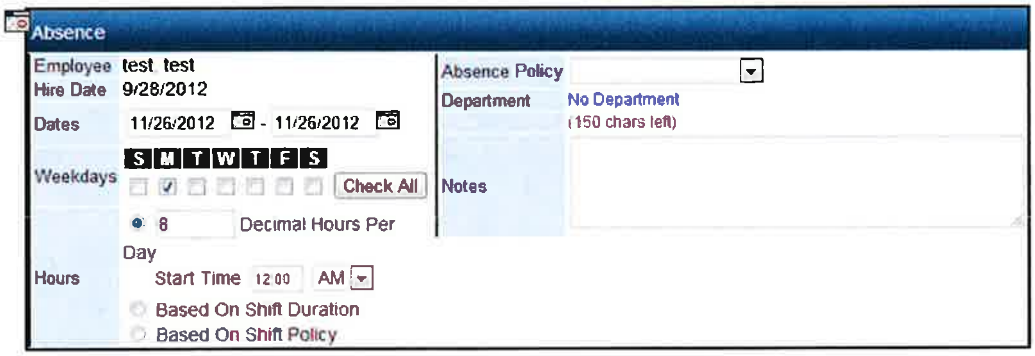
Employee test test Status Active

View 3-Weekly Hours

Monday 11/19/2012 to Sunday 12/2/2012

Click on the "**Enter Absence**" link located in the row of links directly above the main Time Card table to enter absences on the time cards of the employees you supervise. The **Absence** window appears at the top of the screen.

- **Hire Date:** The date of the employee's hire is displayed. This setting is not editable.
- **Dates:** The date field allows you to select the range of dates for which absences will be created. Enter the desired dates, or click on the 📅 icons to select the dates from a calendar.


Absence
Check All

Employee test test
Hire Date 9/28/2012
Dates 11/26/2012 - 11/26/2012
Weekdays S M T W T F S
☐ ☑ ☐ ☐ ☐ ☐ ☐
Hours ● 8 Decimal Hours Per Day
Start Time 12:00 AM
○ Based On Shift Duration
○ Based On Shift Policy
Absence Policy
Department No Department
(150 chars left)
Notes

- **Weekdays:** Put a check mark in the box for each day of the week that you would like absences to be created. For example, if the date range selected crosses the weekend, leaving the boxes for Saturday and Sunday unchecked specifies that no absences are to be created for those days. Click on the [CHECK ALL] icon to check all of the boxes.
- **Hours:** This field contains three options:
- Select **Decimal Hours Per Day** if you would like the system to award the employee with a set number of absence hours for each day specified. Enter the desired number of hours, and enter a Start Time. The **Start Time** is the time at which the hours total will begin on the Time Card.
- **Based on Shift Duration: N/A**

- **Based on Shift Policy: N/A**
- **Absence Policy:** If you would like to assign this absence to an Absence Policy in the system, make the desired selection from the drop-down menu.
- **Department:** If you would like to assign this absence to a department level, make the desired selection from the drop-down menu. **Notes:** Enter any desired notes about the absence. Absence notes can be viewed from the Time Card. There is a maximum of 150 characters.
- Click on the [CREATE] icon to create the absence. Click on [CANCEL] to cancel the changes that you have made.

Verifying Time Cards

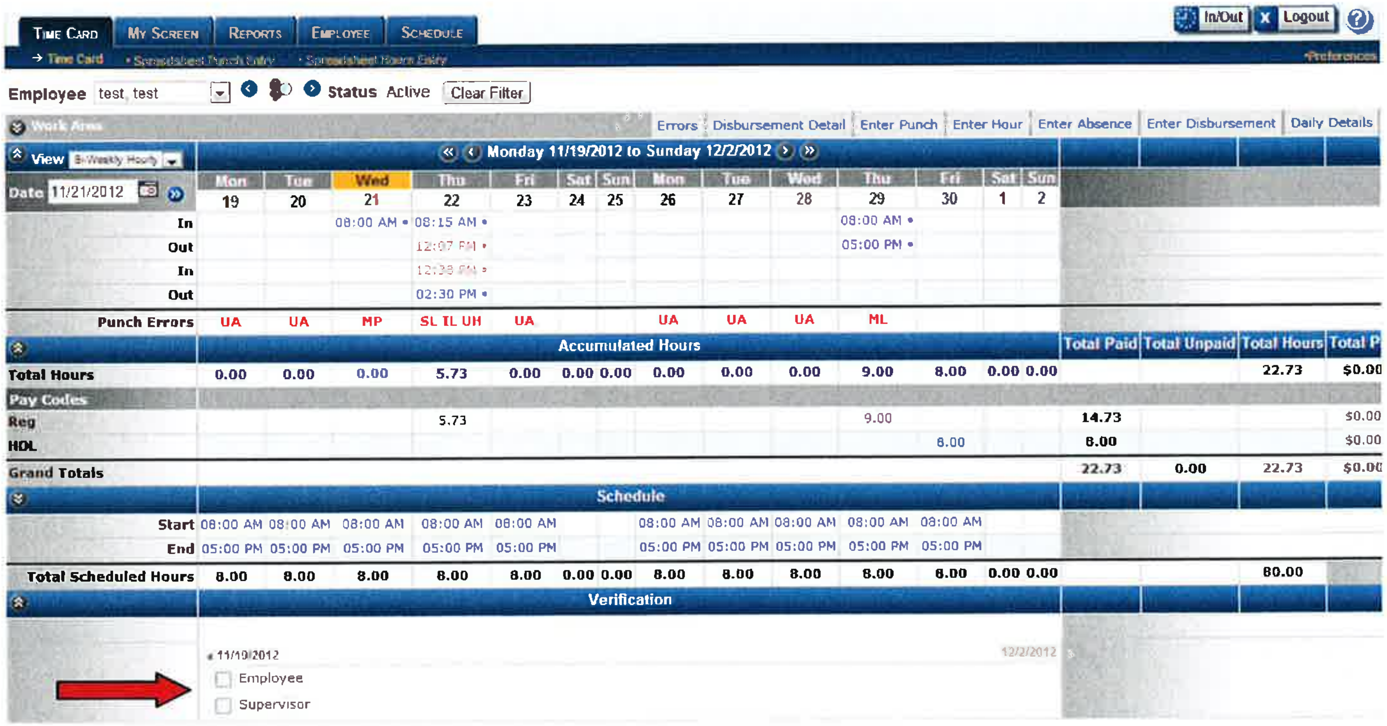
Supervisor users can verify their own time card, as well as the time cards of each employee that they are assigned to supervise in the system. You will have "Employee" level access to your own time card data, and "Supervisor" level access to your employees.

A pay period can only be verified once it has ended. If the notification option on the verification policy is enabled, the system will notify you upon login to the system that there is a completed pay period awaiting verification.

From the Time Card screen, select the desired employee from the **Employee** drop-down menu at the top of the screen. The **View** setting in the upper left-hand corner of the screen is set to "Weekly" by default. Select the pay period view from the drop-down menu (as in "Bi-Weekly," "Semi-Monthly," etc.).

The **Verification** section is displayed at the bottom of the screen below the hours totals. To verify the pay period, the supervisor must click on the box under the **Verification** section of the screen. A green check mark appears, denoting that the pay period has been verified. Repeat these steps for each assigned employee.

NOTE: Only Verify the time card after all absences have been approved or denied and when all punch errors have been corrected.



Employee test, test

Status Active

View Bi-Weekly Hourly

Date 11/21/2012

Monday 11/19/2012 to Sunday 12/2/2012

	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 1	Sun 2	Total Paid	Total Unpaid	Total Hours	Total P
In			08:00 AM	08:15 AM							08:00 AM							
Out				12:07 PM							05:00 PM							
In				12:38 PM														
Out				02:30 PM														
Punch Errors	UA	UA	MP	SL IL UH	UA			UA	UA	UA	ML							
Accumulated Hours																		
Total Hours	0.00	0.00	0.00	5.73	0.00	0.00	0.00	0.00	0.00	0.00	9.00	8.00	0.00	0.00			22.73	$0.00
Pay Codes																		
Reg				5.73							9.00				14.73			$0.00
HOL												8.00			8.00			$0.00
Grand Totals															22.73	0.00	22.73	$0.00
Schedule																		
Start	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM			08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM						
End	05:00 PM	05:00 PM	05:00 PM	05:00 PM	05:00 PM			05:00 PM	05:00 PM	05:00 PM	05:00 PM	05:00 PM						
Total Scheduled Hours	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00			80.00	

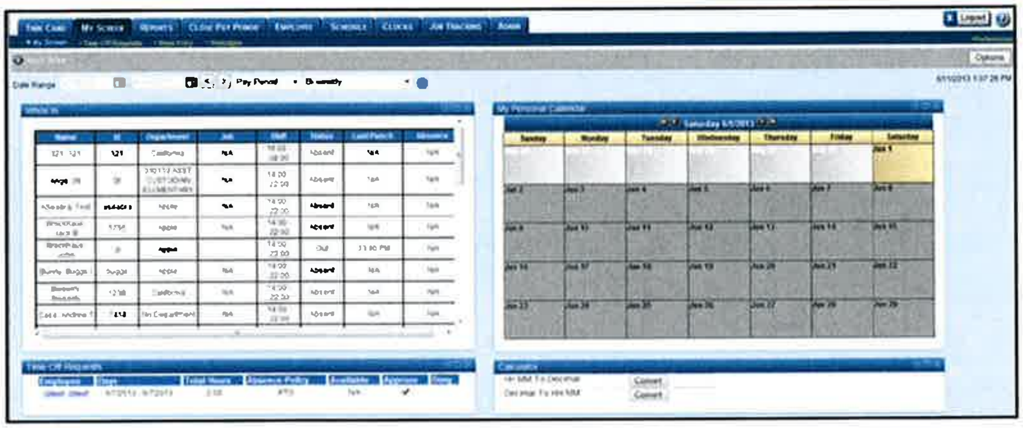
Verification

11/19/2012 … 12/2/2012

☐ Employee

☐ Supervisor

My Screen Tab



The My Screen section is intended to provide you with up-to-date information on the employees that are currently clocked into the system, as well as provide you with one screen in which all major Time Card functions can be performed. Time Off Requests, Mass Entries and Supervisor Delegations can also be managed from this screen. This screen can be configured to display various types of information on the employees that are clocked into the system. Use this screen to view information on "Whos in," "Unapproved Errors," "Hours Summary," "Approaching Threshold," etc.

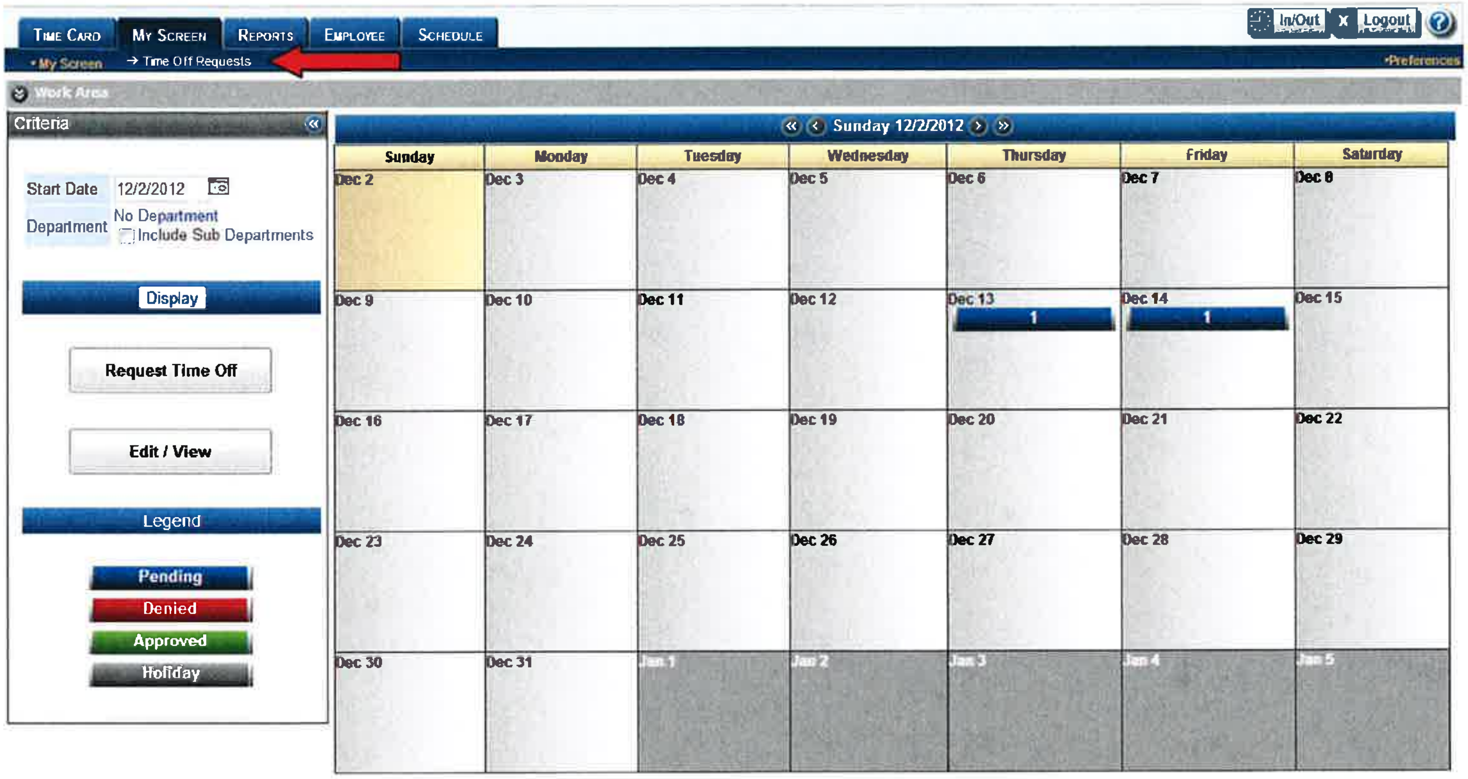
Important: Punch information must be downloaded from your time clock(s) before it will appear in the system. TimeForce II cannot report on data that is being stored in the physical memory of a time clock.

Option Name	Option Details
Time Off Requests	Displays all time off requests and shows current approval status.
Unapproved Errors	Displays information about time card errors.
Hours Summary	Displays information about the worked hours on the time card.
Calendar	Displays information about schedule and days off.
Calculator	Used to convert hours from Decimal Hours to Hours and Minutes format and vice versa.
Approaching Threshold	Displays all employees that have more worked hours than the specified number in the time frame.
Upcoming Events	Displays information about upcoming events: Birthdays, Incident Follow-up, Scheduled Review, and Certification Expiration.

Supervisor Training

Time Off Request

The "Time Off Requests" screen allows supervisors to view the absence requests that have been submitted to them by their employees. Requests can be viewed, approved or denied as desired. When a time off request is approved, the corresponding absence hours are automatically generated on the employee's time card. Supervisor users can also submit time off requests to their own supervisors.



Start Date 12/2/2012
Department No Department
☐ Include Sub Departments

Sunday 12/2/2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 2	Dec 3	Dec 4	Dec 5	Dec 6	Dec 7	Dec 8
Dec 9	Dec 10	Dec 11	Dec 12	Dec 13 1	Dec 14 1	Dec 15
Dec 16	Dec 17	Dec 18	Dec 19	Dec 20	Dec 21	Dec 22
Dec 23	Dec 24	Dec 25	Dec 26	Dec 27	Dec 28	Dec 29
Dec 30	Dec 31	Jan 1	Jan 2	Jan 3	Jan 4	Jan 5

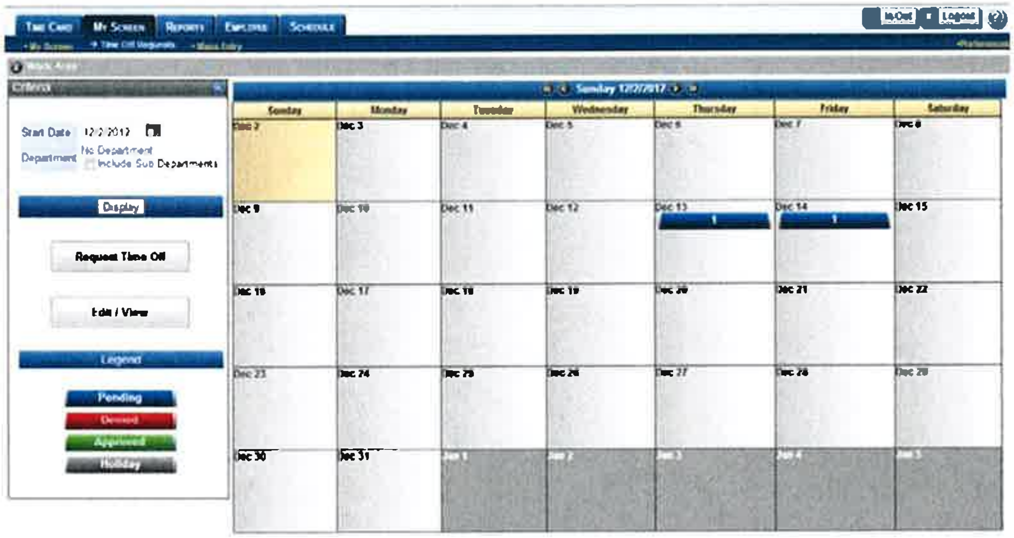
To select the starting date of the displayed calendar, enter the desired date into the **Start Date** field. Click on the 📅 icon to select the date from a calendar.

- To view requests for a desired department level only, make the desired selection from the **Department** drop-down menu.
- Click on the [DISPLAY] icon to update the calendar.
- A colored bar is displayed on the calendar to denote requested time off. The color of the bar defines the status of the time off request.
- A **BLUE** bar means that the time off request is pending, and has not yet been reviewed.
- A **RED** bar means that the time off request has been denied.
- A **GREEN** bar means that the requested time off has been approved. Absence hours for the requested time off will appear on the employee's time card.
- A **GREY** bar denotes approved time off that is specified as a company holiday.
- Click on any colored bar to display the time off request. The request details appear in the "Work Area" section at the top of the screen.
- Review the request details as desired. Click on the [APPROVE] icon to approve the request, creating the absence on the employee's time card. Click on the [DENY] icon to deny the time off request. Click on the [CANCEL] icon to leave the request as "Pending."

Approve/Deny Existing Time Off Requests

The following instructions walk you through viewing the time off requests that have been sent to you by the employees that you are assigned to supervise.

Click on the main "My Screen" navigation tab at the top of the screen, and then on “Time Off Requests” from the row of links located below the main row of navigation tabs.

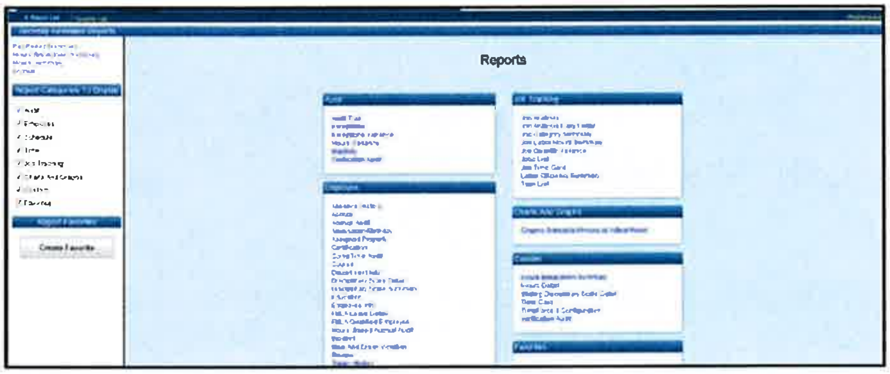

Time Card
My Screen
Reports
Employee
Schedule
In/Out
Logout
Work Area
Criteria
Start Date 12/2/2012
Department No Department
Include Sub Departments
Display
Request Time Off
Edit / View
Legend
Pending
Denied
Approved
Holiday
Sunday 12/2/2012
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

Click on any colored bar to display the time off request. The request details appear in the "Work Area" section at the top of the screen.

Review the request details as desired. Click on the [APPROVE] icon to approve the request, creating the absence on the employee's time card. Click on the [DENY] icon to deny the time off request. Click on the [CANCEL] icon to leave the request as "Pending."

Supervisor Training

Reports Tab

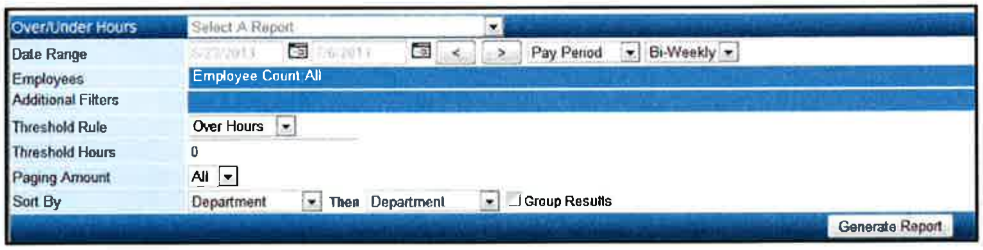


The reports section of the program allows you to print comprehensive reports containing your Time Card, Employee and Schedule information. Reports can be viewed, printed, or exported to an Excel spreadsheet or Acrobat (PDF) file.

Report Favorites-Report Favorites allow you to save the criteria selected for your regularly used reports. When a report is selected, it will be automatically generated based on the selected criteria. Once generated, go back and change the name of your report.

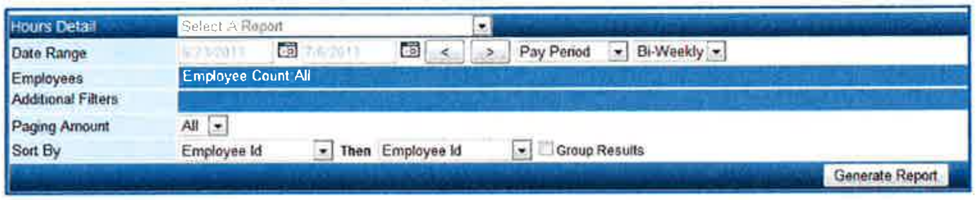
Brief descriptions of the most commonly used Time reports are as follows:

Over/Under Hours- This report allows you to specify a threshold for hours worked and then notifies you of any employees who have gone over or under the specified hours.



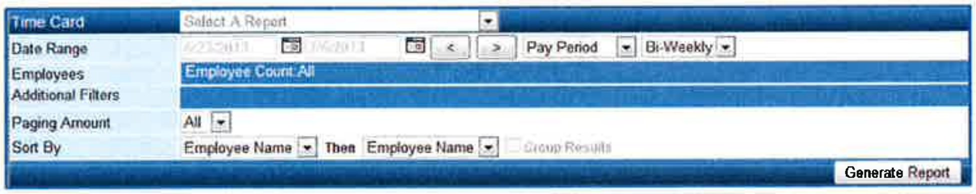
Date Range: Pay Period, Bi-Weekly
Employees: Employee Count All
Additional Filters
Threshold Rule: Over Hours
Threshold Hours: 0
Paging Amount: All
Sort By: Department Then Department ☐ Group Results

Hours Detail-This report displays a total of the hours that employees have worked for the specified date range. Totals are broken up by “Regular,” “Overtime,” “Holiday” hours, etc. All hours are totaled at the bottom of the report.



Date Range: Pay Period, Bi-Weekly
Employees: Employee Count All
Additional Filters
Paging Amount: All
Sort By: Employee Id Then Employee Id ☐ Group Results

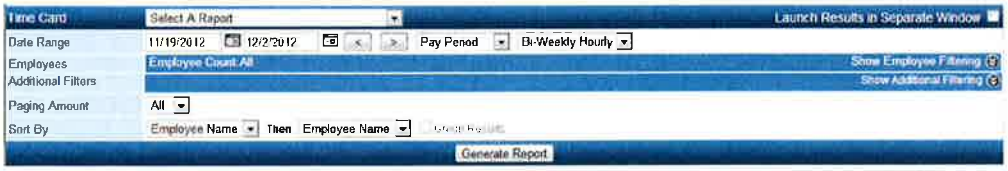
Time Card-This is the most commonly used time & attendance report. The report gives you a detailed breakdown of the hours and punches for the specified date range. Multiple levels of information can be displayed.



Date Range: Pay Period, Bi-Weekly
Employees: Employee Count All
Additional Filters
Paging Amount: All
Sort By: Employee Name Then Employee Name ☐ Group Results

Report Criteria and Filters

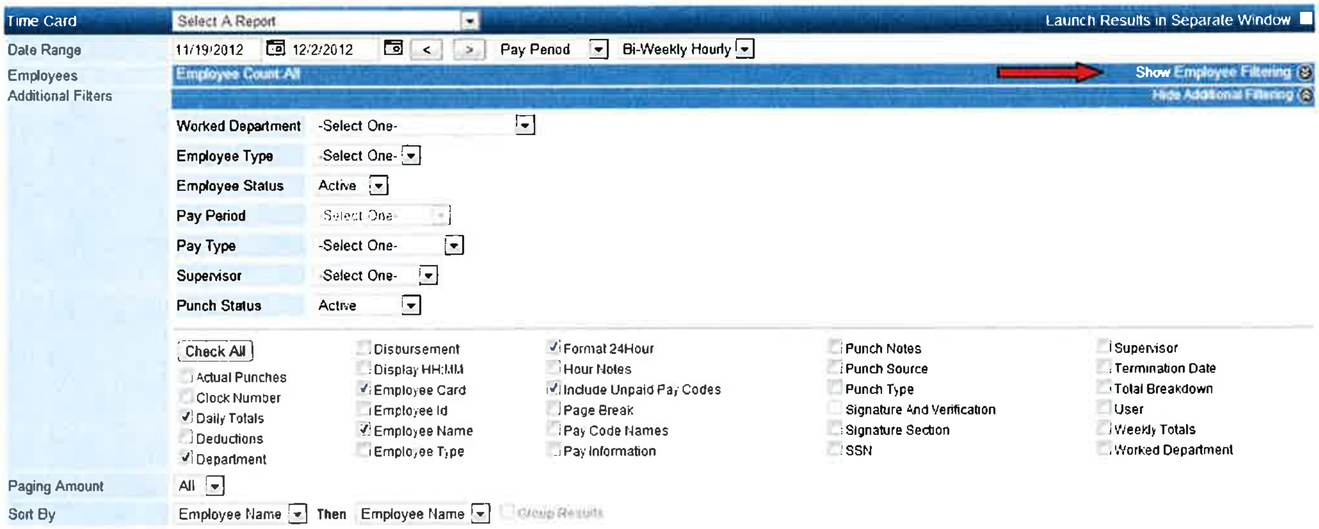
When you click on any report in the system, the "report criteria" screen opens. This screen is used to set filters, specifying the types of data that you would like to see on the report.


Time Card: Select A Report
Launch Results in Separate Window ☐
Date Range: 11/19/2012 – 12/2/2012, Pay Period, Bi-Weekly Hourly
Employees: Employee Count All
Additional Filters
Paging Amount: All
Sort By: Employee Name Then Employee Name ☐ Group Results

The available filters vary greatly depending on the report being printed. However, the process of specifying filters and generating reports is generally the same.

- The header of each report displays the selected report group, and allows you to select a different report from the drop-down menu. Put a check mark in the box at the right-hand corner of the header to open the report in a separate browser window.
- A **Date Range** allows you to print only the data that falls within the selected dates. The range can be automatically specified using the drop-down menus at the end of the field, or "Custom" can be selected, allowing you to specify your own range. Click on the 📅 icon to select the dates from a calendar.
- The **Employees** section allows you to select a range of employees whose data you would like to view. This setting includes four selection boxes. Two each for "Department," and "Employee." Any department or employee listed in the **Invisible** box will not be included on the report. Select the desired departments/employees and use the arrow icons to move them to the **Visible** section of the screen.

The **Additional Filters** section of the screen allows you to specify additional filters for the report. The available filters vary greatly depending on the report being used. Select a setting from the dropdown menus to *only* view the specified data (as in data for a specific department, or employee type only). Put a check mark in the box next to each type of information that you would like to be included in the report (as in pay information or "Signature Section"). Click on the [GENERATE] icon at the bottom of the screen to view the report.


Time Card: Select A Report
Launch Results in Separate Window ☐
Date Range: 11/19/2012 – 12/2/2012, Pay Period, Bi-Weekly Hourly
Employees: Employee Count All
Additional Filters
Worked Department: -Select One-
Employee Type: -Select One-
Employee Status: Active
Pay Period: -Select One-
Pay Type: -Select One-
Supervisor: -Select One-
Punch Status: Active

☐ Actual Punches
☐ Clock Number
☑ Daily Totals
☐ Deductions
☑ Department
☐ Disbursement
☐ Display HH:MM
☑ Employee Card
☐ Employee Id
☑ Employee Name
☐ Employee Type
☑ Format 24Hour
☐ Hour Notes
☑ Include Unpaid Pay Codes
☐ Page Break
☐ Pay Code Names
☐ Pay Information
☐ Punch Notes
☐ Punch Source
☐ Punch Type
☐ Signature And Verification
☐ Signature Section
☐ SSN
☐ Supervisor
☐ Termination Date
☐ Total Breakdown
☐ User
☐ Weekly Totals
☐ Worked Department

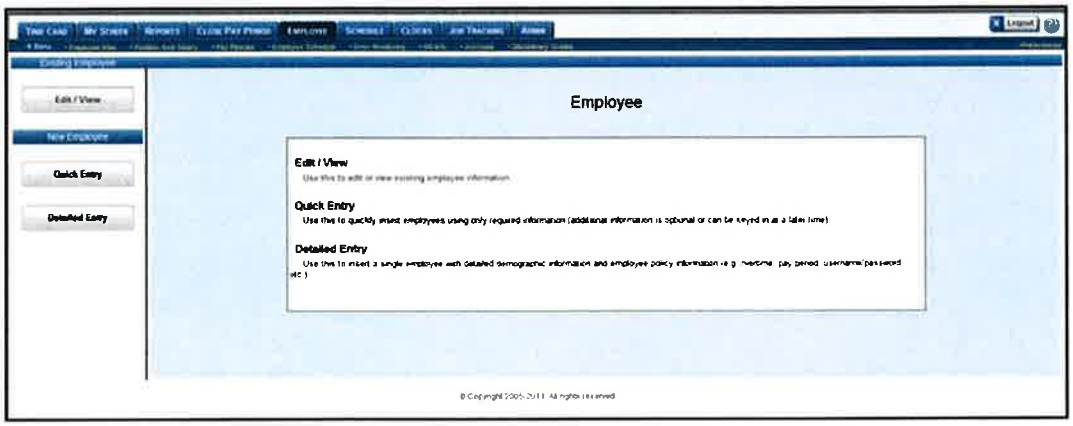
Paging Amount: All
Sort By: Employee Name Then Employee Name ☐ Group Results

Supervisor Training

Employee Tab

The Employee Tab will show you:

- **Creating Employee Profiles**
- **Editing/Updating Employees**
- **Position and Salary**
- **Pay Policies**
- **Employee Schedule**
- **Error Monitoring**
- **HR Info**
- **Accruals**
- **Disciplinary Scales**


Time Card
My Screen
Reports
Close Pay Period
Employee
Schedule
Clocks
Job Tracking
Admin
Logout
Existing Employee
Edit / View
New Employee
Quick Entry
Detailed Entry

Employee

Edit / View
Use this to edit or view existing employee information.

Quick Entry
Use this to quickly insert employees using only required information (additional information is optional or can be keyed in at a later time)

Detailed Entry
Use this to insert a single employee with detailed demographic information and employee policy information (e.g. overtime, pay period, username/password etc.)